

Agency User Guide



AssetWORKS

November 2013

Login To Assetworks

www.nd.gov/surplus

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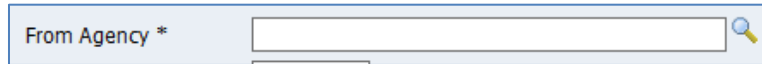
About the Guide

This guide is setup for Agency Users to utilize and reference for understanding the various processes throughout the system. Also, there are tips to give users insight on best practices within the system.

Getting Started

Here's a list of "need to know" functionality that is available throughout the system depending what screen or process is involved.

- An * next to any field in the system means that that field is required.
- Anytime you see the magnifying glass icon,  it means that the field is a lookup field.








Users can start typing in the name of the agency just by clicking in the field and starting to type part of the agency name. Users can also click the magnifying glass icon to see a list of all available options in that field.

- Date fields are in this layout: MM/DD/YYYY. Users can enter date as 5/1/2013 or 05/01/2013 or use the Calendar selection.

*NOTE: the / (slashes) are required when entering the date manually.

- Any time you see the download link under a list it means the list is downloadable to Excel.



| View | Asset Number | Description | Full Name | Request Date | Status |
|---|-----------------|-------------|---------------|------------------------|---------|
|  | S-13-103905-002 | aircraft 2 | KIM VELA | 04/17/2013 08:47:35 am | PENDING |
|  | S-13-104055-002 | Glider | RON DORN | 05/09/2013 08:57:34 am | PENDING |
|  | S-13-104055-002 | Glider | TRAINER SMITH | 05/09/2013 01:11:38 pm | PENDING |
|  | S-13-104058-002 | 665456 | TRAINER SMITH | 05/09/2013 01:30:23 pm | PENDING |

[Download](#) row(s) 1 - 4 of 4

Accessing Assetworks

Registered users can access the system from: <http://www.nd.gov/surplus/forms/>.

*Note: Users must use Internet Explorer browser to access Assetworks.

**Note: Users with NDGOV logins should use their state Active Directory username and password.



***Note: The first time users with NDGOV logins access the system, only a “Home” tab will be available until your security has been assigned by a Surplus Property staff member. User will be notified by email when their access has been assigned. Please allow 24-48 hours for security roles to be assigned.

Users will now see the Welcome/Home Screen similar to the one below.

Skip to main content

InCircuit Powered by AssetWorks Home Help Support Sign Out

Home Assets Transfers

Welcome

Quick Search

Asset Number Search

Transfer Number Search

User Info

User

Name

Customer

Version

[Web Surplus](#)

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The top of the screen contains the following links:

Home - Returns users to the main Welcome page.

Help - Opens a window with additional help about the current screen.

Support - Opens a window that allows users to send a message or question to AssetWorks technical support staff.

Sign Out - Signs users out of the application when they are finished.

Quick Search Menu- Enter any portion of an asset or transfer number and then press the Search button to retrieve a list of matching assets or surplus transfers.

User Info - Displays information related to the current user account. Users without a NDGOV login can change their password at any time. All users can view the Web Surplus site by clicking the Web Surplus button.

*Note: You will be automatically logged out of AssetWorks and logged into Web Surplus. For further information on Web Surplus, please see the Web Surplus section of this guide.

| User Info | |
|---|---------------|
| User | kvela |
| Name | KIM VELA |
| Customer | NDSASP |
| Version | 8.13.4.5.1153 |
| <input type="button" value="Change Password"/> <input type="button" value="Web Surplus"/> | |

State Surplus Transfers

This screen allows users to create new surplus transfers and search for existing transfers.

Quick Search Transfers

To quickly search for an existing surplus transfer by its Surplus Transfer Number, enter a Surplus Number into the field and press the Enter key or click the Search button.

| Home | Assets | Transfers |
|--|--------|-----------|
| Surplus | | |
| Quick Search Surplus | | |
| Surplus Number <input type="text"/> <input type="button" value="Search"/> | | |
| <input type="button" value="+ Search Surplus"/> | | |
| <input type="button" value="+ Create Surplus"/> | | |

Search Surplus

To refine your search of existing surplus transfers, click the plus icon on the Search Surplus region. This will open up the region and allow you to specify additional criteria.

| Home | Assets | Transfers |
|---|--------|-----------|
| Surplus | | |
| Quick Search Surplus | | |
| Surplus Number <input type="text"/> <input type="button" value="Search"/> | | |
| <input type="checkbox"/> Search Surplus | | |
| Surplus Number <input type="text"/> From Agency <input type="text"/> Method <input type="text"/> Asset Number <input type="text"/> Status <input type="text"/> Remarks <input type="text"/> Creation Date From <input type="text"/> Creation Date To <input type="text"/> From Person <input type="text"/> <input type="button" value="Search"/> | | |
| <input type="button" value="+ Create Surplus"/> | | |

Creating a Surplus

To create a new surplus transfer for one or more assets, click the plus icon on the Create Surplus region. Enter relevant and required information then click the Create button.

Create Surplus

From Agency * 11030 - OMB-CENTRAL SERVICES DIVISION

Transportation Type * Pickup

Transportation Date * 11/21/2013

Transportation Time * 9:00

Notes/Comments

-- Property Location --

Address 1

Address 2

City

State

Zip

County

-- Pickup Information --

Pickup Contact Name Tosha Werner

Pickup Contact Phone 7013282683

Pickup Contact Email twerner@nd.gov

Pickup Location Notes loading dock

Pickup/Delivery Method BOX TRUCK

Create

From Agency: Enter the From Agency.

*Note: Your assigned agency will be the default. Users can only create Surplus Transfers for their assigned agency(s).

Transportation Type: Choose either Delivery or Pickup.

*Note: If pickup is selected; you must continue to call Surplus Property to schedule the pickup.

Transportation Date: Enter the date the transfer will be available for pickup/delivery.

*Note: Existing pickup schedules from your location will not be changed.

Transportation Time: Specify time transfer will be available for pickup or delivered to Surplus Property. *Note: Existing pickup schedules from your location will not be changed.

Notes/Comments: Enter any notes or comments into this field.

Property Location: These address fields will default from the logged in user's agency location. These fields are used to inform Surplus staff where the property is located within your agency.

Pickup Contact Name: Enter the Contact Name of the person to contact regarding this surplus.

Pickup Contact Phone: Enter the Contact's phone number.

Pickup Contact Email: Enter the Contact's email address.

Pickup Location Notes: Add any additional location notes.

Pickup/Delivery Method: Choose a method from the drop down list.

Surplus Detail

Once a Surplus is created, the user is taken to the Surplus Detail screen.

*Note: If the Surplus Transfer Detail needs to be updated, click the Edit button to make those changes.

Surplus

Successfully edited Surplus.

Surplus Detail

| | | | |
|--------------------------------|---------------------------------------|-----------------------------------|--|
| Surplus Number | S-13-107935 | -- Preparer Information -- | |
| Creation Date | 11/25/2013 | Preparer Name | AGENCY USER |
| From Agency | 11030 - OMB-CENTRAL SERVICES DIVISION | Preparer Phone | (701) 328-2683 |
| Transportation Type | Pickup | Preparer Email | SURPLUSADMIN@ND.GOV |
| Transportation Date | 11/25/2013 | -- Pickup Information -- | |
| Transportation Time | 9:00 | Pickup Contact Name | Tosha Werner |
| Notes/Comments | | Pickup Contact Phone | 7013282683 |
| -- Property Location -- | | Pickup Contact Email | twerner@nd.gov |
| Address 1 | 600 E BOULEVARD AVE DEPT 012 | Pickup Location Notes | loading dock |
| Address 2 | | Pickup/Delivery Method | BOX TRUCK |
| City | BISMARCK | | |
| State | NORTH DAKOTA | | |
| Zip | 58505 | | |
| County | BURLEIGH | | |
| Edit | | | |

Add Assets

[Create New Asset](#)

Adding Asset/Property to a Surplus

To add the assets/property to the Surplus, click the **Create New Asset** link.

Insert Surplus Asset

[Close](#) [Save & Same](#) [Save & New](#) [Save & Done](#)

| | | | |
|-----------------------|---|--|------------------|
| Asset Number * | [AUTO-ASSIGN] | -- Original Acquisition -- | |
| Asset Tag Number | 6548984 | Date * | 05/01/2010 |
| NSN Group Code * | 7435 - OFFICE INFORMATION SYSTEM EQUIPMENT (: | Method * | STATE SURPLUS |
| Description * | Computer, desktop | Accounting Description | |
| Agency * | 11030 - OMB-CENTRAL SERVICES DIVISION | Cost * | 535.00 |
| -- Summary -- | | -- Computers or Mobile Devices -- | |
| Condition * | Good | Processor | 2.5ghz |
| Serial Number | GHRW234678454 | Hard Drive Size | 250gb |
| Make | HP | Ram (Memory) | 4gb |
| Model | dc7800 | Product # | |
| Year | | Operating Platform | XP Professionals |
| VIN | | -- Surplus Info -- | |
| Odometer or Hours | | Quantity * | 1 |
| Odometer or Hours UoM | | UoM * | EA - EACH |
| -- Notes -- | | | |
| Notes 1 | runs fine | | |
| Notes 2 | w/power cord | | |
| Notes 3 | | | |

Remember: Please add as much detail as possible about the asset. This not only helps the Surplus staff, but will also help in the redistribution/sale of the asset.

Asset Tag Number: If this is a state asset that is tagged, enter that number in this field.

NSN Group Code: The NSN Group Code is the category grouping for the property. You can either start typing in the box or click on the magnifying glass to see all the codes available. A list of commonly used codes is available at the end of this guide.

Description: Enter the description of the property. Examples: Desk, wood; Computer, laptop; File; Monitor, 20"

Condition: Enter the condition of the property.

Good – Usable without repair

Fair – Usable, may need repair

Poor – Will need major repairs

Scrap – Material content value only

*Note: If Fair or Poor, list what is wrong with the property in the Notes.

Serial Number: Enter the serial number of the property.

Make: Enter the make of the property.

Model: Enter the model of the property.

Model Year: Enter the model year of the property.

VIN: If a vehicle is being surplusd enter the VIN number of the property.

Odometer or Hours: If vehicle or the like is being surplusd, enter the odometer mileage or the number of hours on the equipment.

Odometer or Hours UoM: Select unit of measure, either miles or hours.

Notes 1: Enter any additional notes concerning the property.

Notes 2: Enter any additional notes concerning the property.

This information will be available for viewing while shopping the property online.

Notes 3: Enter additional notes about the property. Example: desk measures 48" x 32", or file cabinet has 4 drawers

Date: Enter the original acquisition date of the property.

Accounting Description: Leave this field blank.

Cost: Enter the acquisition cost of the property.

Processor: Enter the Processor type.

Hard Drive Size: Enter the Hard Drive Size.

Ram (Memory): Enter the amount of ram or memory that is in the device.

Product #: Enter the product number provided by the manufacturer.

Operating Platform: Enter the operating platform.

Quantity: Enter the total quantity of property.

*Note: If the quantity is more than 1, the items must be identical and not have serial numbers (serialized inventory). If not, perform a Save & Same to duplicate the asset and change serial number as necessary.

UoM: This is the Unit of Measure field that defaults to EA – Each. User can use the drop down list to choose other available Units of Measure.

Once all data has been entered for the applicable fields, users have four options at the top of the Insert Surplus Asset screen:

Close - Window will close and all data that has been entered will be lost.

Save & Same - Saves the asset and creates copy of asset details for easy entry of a similar asset.

Save & New - Saves the asset and allows immediate entry of another asset.

Save & Done - Saves the asset and closes the Insert Surplus Asset screen. User will be taken back to the Surplus Detail. If there are more assets/property to add, follow the same process by clicking Create New Asset.

*Note: Saved assets cannot be edited. The asset must be removed and added from scratch. See Remove Assets section of this manual.

Surplus

Surplus Detail

Surplus Number

S-13-106731

Creation Date

09/05/2013

From Agency

11030 - OMB-CENTRAL SERVICES DIVISION

Transportation Type

Pickup

Transportation Date

09/05/2013

Transportation Time

9:00

Notes/Comments

pickup at capital dock

-- Preparer Information --

Preparer Name

BETH PUTNAM

Preparer Phone

(701) 328-9769

Preparer Email

BFPUTNAM@ND.GOV

-- Pickup Information --

Pickup Contact Name

Tosha Werner

Pickup Contact Phone

701.328.2683

Pickup Contact Email

twerner@nd.gov

Pickup Location Notes

Pickup/Delivery Method




BOX TRUCK

Edit

Add Assets

Create New Asset

Assets

| View | Asset Number | Description | Qty Sent | Qty Rcvd | Service Charge | Scrap | Status | Receiver | Recv Date | Approve Date | Freight Co |
|---|--------------------|-------------------|----------|----------|----------------|-------|-------------|----------|-----------|--------------|------------|
|  | S-13-106731-001-NT | Computer, laptop | 1 | - | - | - | In Transfer | - | - | - | - |
|  | S-13-106731-002-NT | Chair | 1 | - | - | - | In Transfer | - | - | - | - |
|  | S-13-106731-003-NT | Computer, desktop | 1 | - | - | - | In Transfer | - | - | - | - |

Download

Adding Images

Once the asset/property has been added to the Surplus, users can attach/upload a picture for each asset using the Docs/Images section next to each asset. Click the 0 under the Docs/Images header next to the asset. An Attachment Insert window will open.

| Number | Description | Qty Sent | Qty Rcvd | Service Charge | Scrap | Status | Receiver | Recv Date | Approve Date | GreenND Fee | GreenND Fee Comments | Docs/Images |
|------------|-------------|----------|----------|----------------|-------|-------------|----------|-----------|--------------|-------------|----------------------|-------------------|
| 889-001-NT | Vessel | 1 | - | - | - | In Transfer | - | - | - | - | - | 0 |
| 889-002-NT | Desks | 50 | - | - | - | In Transfer | - | - | - | - | - | 0 |

Click the Browse button to search where the documents or images are located on the computer.

Attachment Insert

File * **Browse...**

Comments

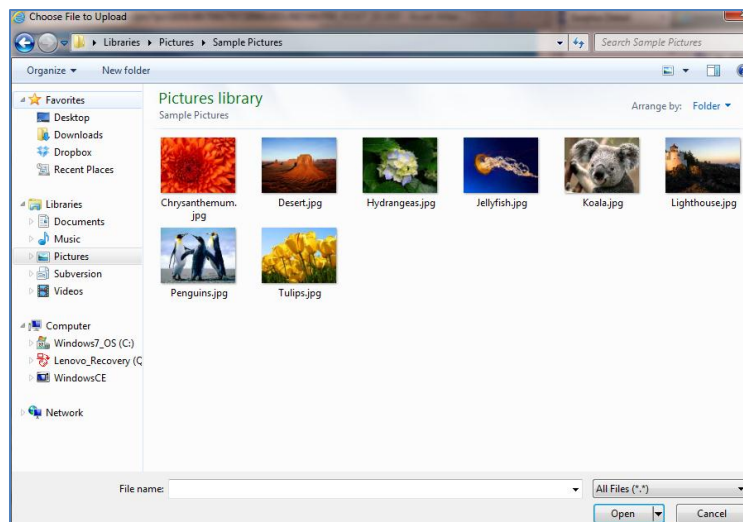
Valid file types are jpg, jpeg, gif, png, tiff, tif, txt, csv, pdf, doc, docx, xls,xlsx, ppt, pptx and zip with a max file size of 10MB. Images will be resized if possible.

Close **Save & New** **Save & Close**

Documents & Images for 1384-001-NT

There are no files for this asset.

Choose the location where the document/image is located. Double click on the document/image. Or select the document/image and click open to add the document/image to the asset.



You may enter a comment (ex: Computer) to further detail the picture.

Then choose either: Close, Save & New (to add more documents or images for this asset only) or Save & Close (when finished).

Attachment Insert

File *

Comments

Valid file types are jpg, jpeg, gif, png, tiff, tif, txt, csv, pdf, doc, docx, xls, xlsx, ppt, pptx and zip with a
Images will be resized if possible.

Documents & Images for 1384-001-NT

There are no files for this asset.

Users will now be able to see that a document/image was added to the asset. Clicking on the quantity number will open the attachment window and show the document/image and comment(s). These images will be displayed on Web Surplus to users can shop and request the property.

| Docs/Images |
|-------------|
| <u>1</u> |
| <u>0</u> |
| <u>0</u> |


Attachment Insert

File *

Comments

Valid file types are pdf, jpg, jpeg, gif, png, doc, docx, xls, xlsx with a max file size o

Documents & Images for S-13-106731-001-NT



[Computer](#)

Users may click on the document/image to open an image detail screen. In the image detail screen the document/image may be deleted if needed.

Removing Assets from Surplus

To remove an asset once it has been added to the Surplus Transfer, click the [Remove Asset](#) button. The Create New Asset section changes to Remove Assets and allows you to select the asset number to remove.

Remove Assets

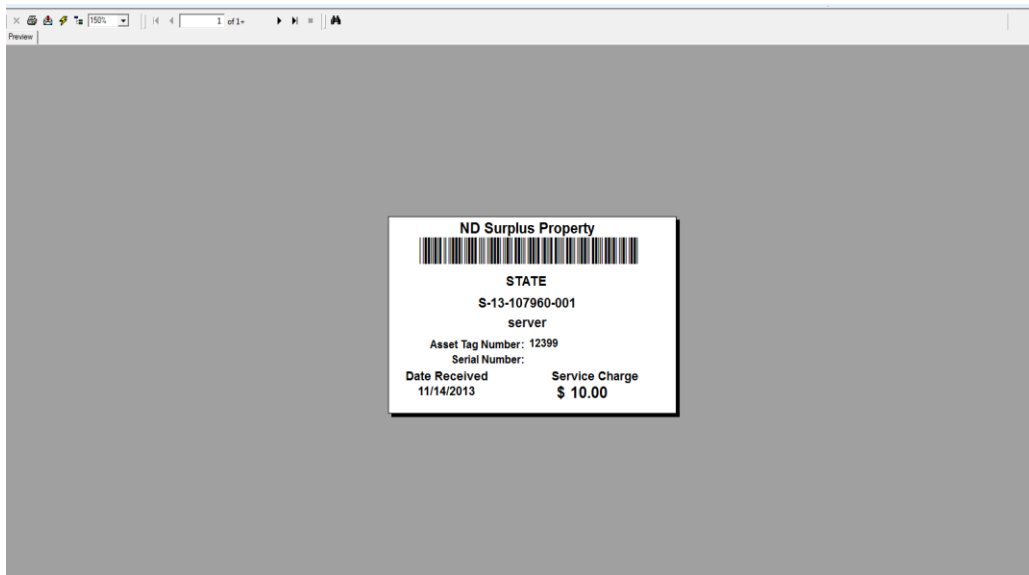
Asset To Remove

Print Labels

Print labels via the [Print Labels](#) button and attach the printed label to the property you are disposing of.

A report window will open. Once the label appears on the screen, click the print icon to print the label(s). Each label will print on a separate 8.5"x11" page. If the item entered has a quantity greater than 1 for an asset, print an additional copy for each identical asset and affix the label to the property. Example: you are disposing of 5 keyboards that are identical, they all have the same asset number assigned, print 5 labels and affix 1 label to each keyboard.

*Note: Reports require Crystal Report ActiveX Viewer to be installed the first time a report is run. There is an Installing Crystal Report ActiveX reference sheet at the end of this guide. If you are unable to install the ActiveX, please contact your IT department.



**Note: To print labels, users must use Internet Explorer and have the bar code fonts installed. The fonts needed are Gill Sans TT, Free 3 of 9 Extended, and Free 3 of 9 Regular. There is an Installation of Fonts for Barcode Labels reference sheet at the end of this guide. Contact your IT department for assistance with installing these fonts.

***Note: Depending on the properties of your printer, you may have to change the paper type to Letter or 8.5"x11" when printing the label for it to print properly.

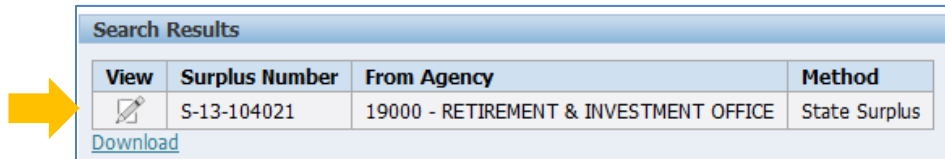
****Note: Each evening an email is sent to the designated Surplus Property Liaison for your agency. This email will inform the liaison that a Surplus Transfer is pending their approval.


Approving Surpluses

To approve a Surplus Transfer, the designated Surplus Property Liaison will need to click on the Transfers tab and either type the surplus number in the Surplus Number field or use the Search Surplus region. If using the Search Surplus region, choose your agency in the From Agency field; change the Status to Waiting for Approval, then click the Search button.

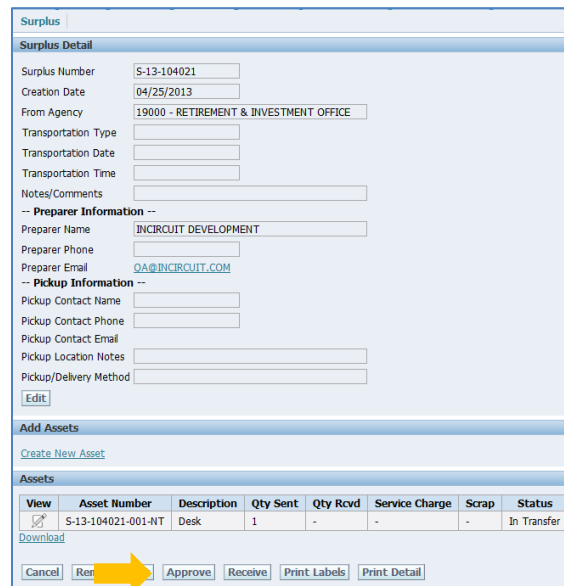
A screenshot of the 'Surplus' application window. The window has a title bar 'Surplus'. Inside, there's a 'Quick Search Surplus' section with a text input for 'Surplus Number' and a 'Search' button. Below that is a 'Search Surplus' section, which is currently expanded. It contains several fields: 'Surplus Number', 'From Agency' (with a search icon), 'Method' (a dropdown menu), 'Asset Number', 'Status' (a dropdown menu currently showing 'WAITING FOR APPROVAL'), and 'Remarks'. A yellow arrow points to the 'Status' dropdown menu. There is also a 'Search' button at the bottom of the 'Search Surplus' section.

Once the surplus transfer is found, click the View button to be taken to the Surplus Transfer detail.



| Search Results | | | |
|---|----------------|--|---------------|
| View | Surplus Number | From Agency | Method |
|  | S-13-104021 | 19000 - RETIREMENT & INVESTMENT OFFICE | State Surplus |
| Download | | | |

On the Surplus Transfer Detail screen, review asset(s) listed to ensure they are correct, and then click the Approve button at the bottom of the screen.



Surplus


Surplus Detail

Surplus Number: S-13-104021
 Creation Date: 04/25/2013
 From Agency: 19000 - RETIREMENT & INVESTMENT OFFICE
 Transportation Type:
 Transportation Date:
 Transportation Time:
 Notes/Comments:
 -- Preparer Information --
 Preparer Name: INCIRCUIT DEVELOPMENT
 Preparer Phone:
 Preparer Email: QA@INCIRCUIT.COM
 -- Pickup Information --
 Pickup Contact Name:
 Pickup Contact Phone:
 Pickup Contact Email:
 Pickup Location Notes:
 Pickup/Delivery Method:
[Edit](#)

Add Assets

[Create New Asset](#)

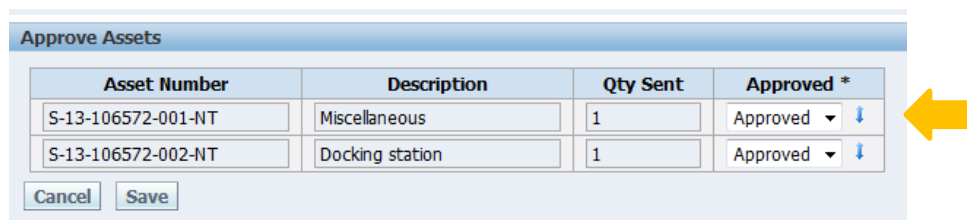
Assets

| View | Asset Number | Description | Qty Sent | Qty Rcvd | Service Charge | Scrap | Status |
|---|--------------------|-------------|----------|----------|----------------|-------|-------------|
|  | S-13-104021-001-NT | Desk | 1 | - | - | - | In Transfer |



[Download](#)

[Cancel](#) [Re](#) [Approve](#) [Receive](#) [Print Labels](#) [Print Detail](#)

Approvers will be taken to the next screen where they will need to change the Approved field via the drop down list next to each asset listed. Click the Approved drop down list and chose either Approved or Rejected.



Approve Assets

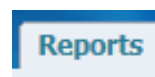
| Asset Number | Description | Qty Sent | Approved * |
|--------------------|-----------------|----------|--|
| S-13-106572-001-NT | Miscellaneous | 1 | Approved  |
| S-13-106572-002-NT | Docking station | 1 | Approved  |

[Cancel](#) [Save](#)

If there are several assets on the Surplus transfer, users can use the blue arrow next to the Approved to do a “apply all”. Once the correct status is selected, the system will copy that status to every asset. Once the correct approved status is selected, click the Save button.

Reports

Designated Surplus Property Liaisons will have access to the Reports Tab.



The Surplus Transfer Report can be run by clicking on the red arrow.



Surplus Transfers

List surplus information based on the surplus number

Surplus Transfers

Criteria

Surplus Number

Start Date

End Date

Agency

Run the report by entering a Surplus Number, Start and End Date, or leave the search fields blank for all asset disposal details for the Agency. This report can be downloaded to Excel or printed to PDF.

Report Results

| SURPLUS NUMBER | CREATION DATE | APPROVED DATE | APPROVER'S NAME | APPROVE STATUS | RECEIVED DATE | RECEIVER'S NAME | STATUS | ASSET NUMBER | TAG NUMBER | DESCRIPTION | WAREHOUSE NUMBER |
|----------------|---------------|---------------|-----------------------|----------------|---------------|-----------------------|----------|--------------------|------------|-------------|------------------|
| S-13-104254 | 06/04/2013 | 06/04/2013 | BETH PUTNAM (BPUTNAM) | Y | 05/29/2013 | BETH PUTNAM (BPUTNAM) | Received | S-13-104254-001-NT | | PA System | S-13-104254-001 |
| S-13-104254 | 06/04/2013 | 06/04/2013 | BETH PUTNAM (BPUTNAM) | Y | 05/29/2013 | BETH PUTNAM (BPUTNAM) | Received | S-13-104254-002-NT | | headset | S-13-104254-002 |
| S-13-104254 | 06/04/2013 | 06/04/2013 | BETH PUTNAM (BPUTNAM) | Y | 05/29/2013 | BETH PUTNAM (BPUTNAM) | Received | S-13-104254-003-NT | PUR09061 | table | S-13-104254-003 |

Web Surplus

View all available surplus property from our on-line shopping portal, Web Surplus. The link can be found at <http://www.nd.gov/surplus/property/> click on 'North Dakota State Surplus Property'.

Viewing/Searching Items in Web Surplus

From the Home screen, Web Surplus allows a search or narrowing down of available property by clicking the View All Items button, clicking on a category of items, or performing a keyword search. The system will show all active state and federal property. The User can sort items by clicking on the column header.

In Circuit Powered by AssetWorks Login

Home





What are you looking for?

(enter up to 3 words) [Help](#)

Category ▲

- ADP Equipment Software, Supplies and Support Equip
- Aircraft and Airframe Structural Components
- Electrical and Electronic Equipment Components
- Engines, Turbines, and Components
- Food Preparation and Serving Equipment
- Furniture
- Live Animals
- Lumber, Millwork, Plywood, and Veneer
- Metalworking Machinery
- Miscellaneous
- Office Machines
- Office Supplies and Devices
- Photographic Equipment
- Ships, Small Craft, Pontoons, and Floating Docks
- Space Vehicles

row(s) 1 - 15 of 15

| Image | Description | Asset Number | Warehouse | Sub-category | Manufacturer | Model |
|---|--|-----------------|--------------|--|--------------|-------|
| - | misc | 00000-S000305 | STATE BULK | MISCELLANEOUS ITEMS (9999) | - | - |
| - | misc | 00000-S000309 | STATE BULK | MISCELLANEOUS ITEMS (9999) | - | - |
| - | misc | 00000-S000307 | STATE BULK | MISCELLANEOUS ITEMS (9999) | - | - |
| - | 5 ft bling cabinet, metal | S-13-103834-001 | STATE BULK | CABINETS, LOCKERS, BINS, AND SHELVING (7125) | - | - |
| - | desk | S-13-103844-002 | STATE BULK | OFFICE FURNITURE (7110) | - | - |
|  | forks | S-13-104070-001 | STATE BULK | TABLEWARE (7350) | - | - |
| - | Plantronics Headset | S-13-103946-001 | STATE BULK | OFFICE INFORMATION SYSTEM EQUIPMENT (7435) | PLANTRONICS | CS70 |
| - | 1510 - AIRCRAFT, FIXED WING (1510) | S-13-104081-001 | STATE BULK | AIRCRAFT, FIXED WING (1510) | - | - |
| - | sdfu | S-13-104081-002 | STATE BULK | SPACE VEHICLE COMPONENTS (1820) | - | - |
| - | CHARGER,BATTERY | S13-01-0058 | STATE BULK | MISCELLANEOUS ITEMS (9999) | - | - |
|  | digital camera | S-13-103844-001 | STATE BULK | CAMERAS, STILL PICTURE (6720) | - | - |
| - | 665456 | S-13-104058-002 | STATE BULK | SPACE VEHICLES (1810) | - | - |
| - | 665456 | S-13-104058-001 | STATE BULK | SPACE VEHICLES (1810) | - | - |
| - | Desk | S-13-104021-001 | STATE BULK | MISCELLANEOUS ITEMS (9999) | - | - |
| - | BOOKSHELF | S13-01-0236 | STATE BULK | MISCELLANEOUS ITEMS (9999) | - | - |
| - | hammer | S-13-103817-001 | STATE BULK | FORGING MACHINERY AND HAMMERS (3446) | - | - |
| - | Glider | S-13-104055-002 | STATE BULK | STEAM TURBINES AND COMPONENTS (2825) | - | - |
| - | Wireless Mouse | S-13-104053-001 | STATE BULK | OFFICE DEVICES AND ACCESSORIES (7520) | - | - |
| - | BETAMAX PLAYER | S13-01-0318 | STATE BULK | MISCELLANEOUS ITEMS (9999) | - | - |
| - | CHAIR | S12-10-0027 | STATE BULK | MISCELLANEOUS ITEMS (9999) | - | - |
| - | 1820 - SPACE VEHICLE COMPONENTS (1820) | S-13-104049-001 | STATE BULK | SPACE VEHICLE COMPONENTS (1820) | - | - |
| - | Multi-functional Cooler | S-13-103792-002 | STATE BULK | MISCELLANEOUS OFFICE MACHINES (7490) | KYOCERA | 8439X |
| - | Office Supplies | S-13-103917-001 | STATE BULK | MISCELLANEOUS ITEMS (9999) | - | - |
| - | 1820 - SPACE VEHICLE COMPONENTS (1820) | S-13-104049-002 | STATE BULK | SPACE VEHICLE COMPONENTS (1820) | - | - |
|  | Test Aircraft | 00000-S000262 | FEDERAL BULK | AIRCRAFT, FIXED WING (1510) | - | - |
|  | BOOTS,HIKING | S13-01-0211 | YARD BULK | MISCELLANEOUS ITEMS (9999) | - | - |

View Item Details

Click on the item image or description to "drill" down to the details about the item.

Home > Search Results > Item Detail

Federal property is not available for sale to the general public.

Item Info

| | |
|---------------------------|--|
| State or Federal Property | FEDERAL |
| Asset Number | 38-013-0430-55-002 |
| NSN Group Code | TRUCKS AND TRUCK TRACTORS, WHEELED (232) |
| Description | TRUCK TRACTOR |
| Serial Number | W90MVEZ1940014C |
| Make/Manufacturer | FREIGHTLINER |
| Model | M916A1 |
| Year | 1992 |
| Quantity | 1 |
| UoM | EA - EACH |
| Odometer or Hours | 42168 |
| Odometer or Hours UoM | MILES - MILE |

For Computer or Mobile Devices

| | |
|--------------------|--|
| Processor | |
| Hard Drive Size | |
| Ram (Memory) | |
| Product # | |
| Operating Platform | |

Service Charge: \$10,000.00
 Surplus Location: YARD BULK
 Notes 1: Allison auto trans model HT-740, no A/C
 Notes 2: Detroit diesel Series 60, 400 HP, Jacobs engine b
 Notes 3:

North Dakota Surplus Property
 Phone 701-328-9665 * Fax 701-328-9669
 Visit our website: www.nd.gov/surplus
 Office hours: Monday through Friday, 8 a.m. to 4 p.m.
 Please see Terms and Conditions of purchases. (<http://www.nd.gov/surplus/TermsConditions.html>)

Logging into Web Surplus

Authorized users can [Login To Web Surplus](https://web7.incircuit.com/eams4/f?p=1043:1500), <https://web7.incircuit.com/eams4/f?p=1043:1500>, by clicking the Login link at the top of the page.

*Note: Only approved buyers for an eligible organization (State agencies, political subdivision, schools, etc.) will be granted logins. Approved users can view and request available property based on their assigned priority screening level. Registered users can also create a user definable want list to be notified when specific types of property become available.

InCircuit Powered by AssetWorks Login

Home

[View All Items](#)

What are you looking for?
 [Search](#)
 (enter up to 3 words) [Help](#)

Category ▲

| |
|--|
| ADP Equipment Software, Supplies and Support Equip |
| Agricultural Machinery and Equipment |
| Aircraft Components and Accessories |
| Aircraft Launching, Landing, and Ground Handling Equip. |
| Electric Wire, and Power and Distribution Equipment |
| Furniture |
| Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles |
| Live Animals |
| Lumber, Millwork, Plywood, and Veneer |
| Metalworking Machinery |
| Miscellaneous |
| Office Machines |
| Ships, Small Craft, Pontoons, and Floating Docks |
| Textiles, Leather, Furs, Apparel and Shoes, Tents, Flags |

row(s) 1 - 14 of 14

Sign-In

Username

Password

[Sign In](#)

[Forgot your username or password?](#)

The User enters their Username and Password.

Home

[View All Items](#)
[View My Current Want List](#)

What are you looking for?
 [Search](#)
 (enter up to 3 words) [Help](#)

Category ▲

| |
|--|
| Aircraft and Airframe Structural Components |
| Electrical and Electronic Equipment Components |
| Engines, Turbines, and Components |
| Food Preparation and Serving Equipment |
| Furniture |
| Live Animals |
| Lumber, Millwork, Plywood, and Veneer |
| Metalworking Machinery |
| Miscellaneous |
| Office Machines |
| Office Supplies and Devices |
| Photographic Equipment |
| Ships, Small Craft, Pontoons, and Floating Docks |
| Space Vehicles |

row(s) 1 - 14 of 14



Eligible Users will now see the Web Surplus Home screen, with additional options available.

Placing Items on Hold

Place items on hold by clicking the Hold Asset button found within the item details.

[Hold Asset](#)

Item Info

State or Federal Property: STATE

Asset Number: S-13-103889-018

NSN Group Code: OFFICE FURNITURE (7110)

Description: Desks

Serial Number:

Make/Manufacturer:

Model:

Year:

Quantity: 1

UoM:

Odometer or Hours:

Odometer or Hours UoM:



*Note: Upon approval of the hold request from Surplus Property Staff, held property must be picked up at the property location within 5 business days.

Users can see all their current hold assets from the Home Screen.

Home

[View All Items](#)
[View My Current Holds](#)
[View My Current Want List](#)

What are you looking for?
 [Search](#)
 (enter up to 3 words) [Help](#)

Category ▲

| |
|--|
| Aircraft and Airframe Structural Components |
| Electrical and Electronic Equipment Components |
| Engines, Turbines, and Components |
| Food Preparation and Serving Equipment |
| Furniture |
| Live Animals |
| Lumber, Millwork, Plywood, and Veneer |
| Metalworking Machinery |
| Miscellaneous |
| Office Machines |
| Office Supplies and Devices |
| Photographic Equipment |
| Ships, Small Craft, Pontoons, and Floating Docks |
| Space Vehicles |

row(s) 1 - 14 of 14

row(s) 1 - 14 of 14

Home > Search Results

What are you looking for? VIEWHOLDS

| Image | Description | Asset Number | Warehouse | Sub-category | Manufacturer | Model | Model Year | Service Charge | Date ▼ |
|-------|-------------|-----------------|------------|--------------------------------------|--------------|-------|------------|----------------|------------|
| - | Glider | S-13-104055-002 | STATE BULK | STEAM TURBINES AND COMPONENTS (2825) | - | - | - | \$10.00 | 05/01/2013 |

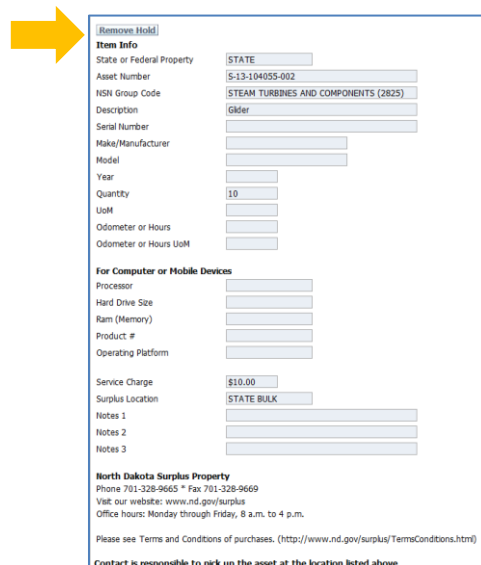
[Download](#)

[Add search to want list](#)

row(s) 1 - 1 of 1

Removing Items from Hold

Remove an asset's hold status by clicking 'View My Current Holds' from the Web Surplus Home page. Click on the Asset you wish to remove the hold from and click 'Remove Hold'.



Remove Hold

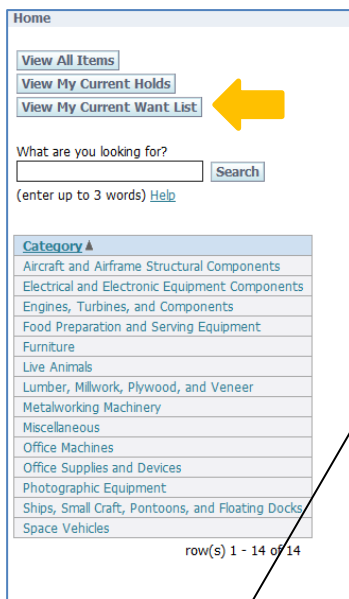
Item Info

State or Federal Property: STATE
Asset Number: S-13-104055-002
NSN Group Code: STEAM TURBINES AND COMPONENTS (2825)
Description: Glider
Serial Number:
Make/Manufacturer:
Model:
Year:
Quantity: 10
UoM:
Odometer or Hours:
Odometer or Hours UoM:
For Computer or Mobile Devices
Processor:
Hard Drive Size:
Ram (Memory):
Product #:
Operating Platform:
Service Charge: \$10.00
Surplus Location: STATE BULK
Notes 1:
Notes 2:
Notes 3:
North Dakota Surplus Property
Phone 701-328-9665 * Fax 701-328-9669
Visit our website: www.nd.gov/surplus
Office hours: Monday through Friday, 8 a.m. to 4 p.m.
Please see Terms and Conditions of purchases. (<http://www.nd.gov/surplus/TermsConditions.html>)
Contact is responsible to pick up the asset at the location listed above.

Create a Shopping List (Wants)

Authorized users can create a customized list of wanted items using the Want List feature. Use keywords to define the type of item you are looking for. When items with those keywords are received at Surplus Property you will receive an email notification.

Click View My Current Want List to view existing lists or create a new list.



Home

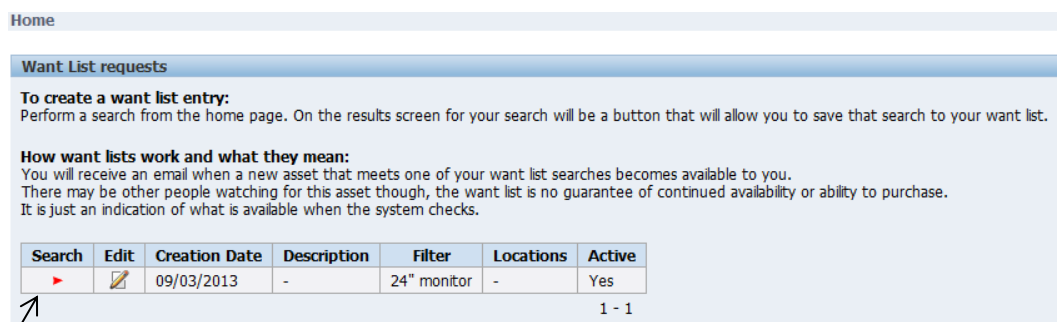
[View All Items](#)
[View My Current Holds](#)
[View My Current Want List](#)

What are you looking for?
 [Search](#)
(enter up to 3 words) [Help](#)

Category ▲

- Aircraft and Airframe Structural Components
- Electrical and Electronic Equipment Components
- Engines, Turbines, and Components
- Food Preparation and Serving Equipment
- Furniture
- Live Animals
- Lumber, Millwork, Plywood, and Veneer
- Metalworking Machinery
- Miscellaneous
- Office Machines
- Office Supplies and Devices
- Photographic Equipment
- Ships, Small Craft, Pontoons, and Floating Docks
- Space Vehicles

row(s) 1 - 14 of 14



Home

Want List requests

To create a want list entry:
Perform a search from the home page. On the results screen for your search will be a button that will allow you to save that search to your want list.

How want lists work and what they mean:
You will receive an email when a new asset that meets one of your want list searches becomes available to you. There may be other people watching for this asset though, the want list is no guarantee of continued availability or ability to purchase. It is just an indication of what is available when the system checks.

| Search | Edit | Creation Date | Description | Filter | Locations | Active |
|-------------------|-------------------|---------------|-------------|-------------|-----------|--------|
| ▶ | ✎ | 09/03/2013 | - | 24" monitor | - | Yes |

1 - 1

Home > Search Results

What are you looking for? 24" monitor

No assets met your search criteria.

[Add search to want list](#)

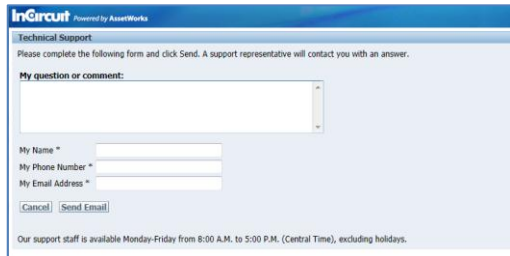
Click the red arrow to add new search criteria.

Support

For questions and/or other support, please click the Support link.

[Home](#) [Help](#) [Support](#) [Sign Out](#)

Fill out the form and click Send Email and someone will contact you.



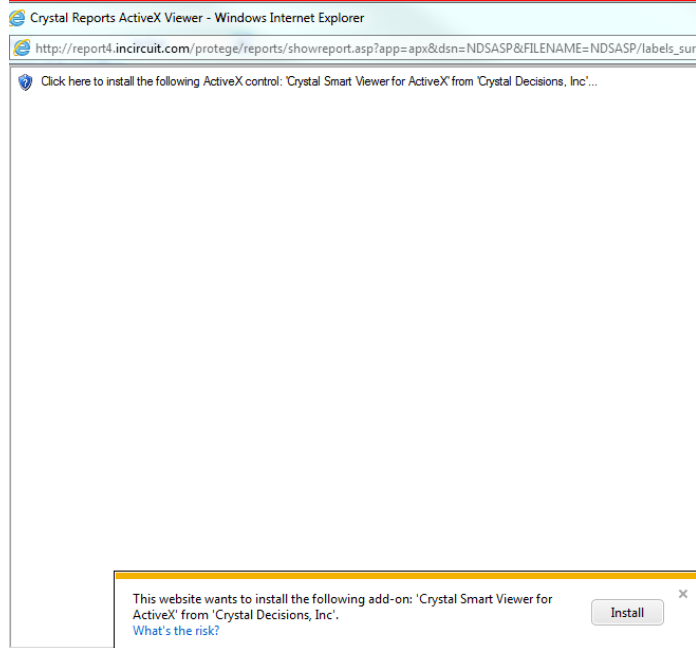
The screenshot shows a web form titled "InCircuit" with the subtext "Powered by AssetWorks". The form is for "Technical Support" and instructs the user to "Please complete the following form and click Send. A support representative will contact you with an answer." The form contains the following fields and elements:

- A text area labeled "My question or comment:" with a small downward arrow on the right side.
- A text input field labeled "My Name *".
- A text input field labeled "My Phone Number *".
- A text input field labeled "My Email Address *".
- Two buttons at the bottom: "Cancel" and "Send Email".
- A footer note: "Our support staff is available Monday-Friday from 8:00 A.M. to 5:00 P.M. (Central Time), excluding holidays."

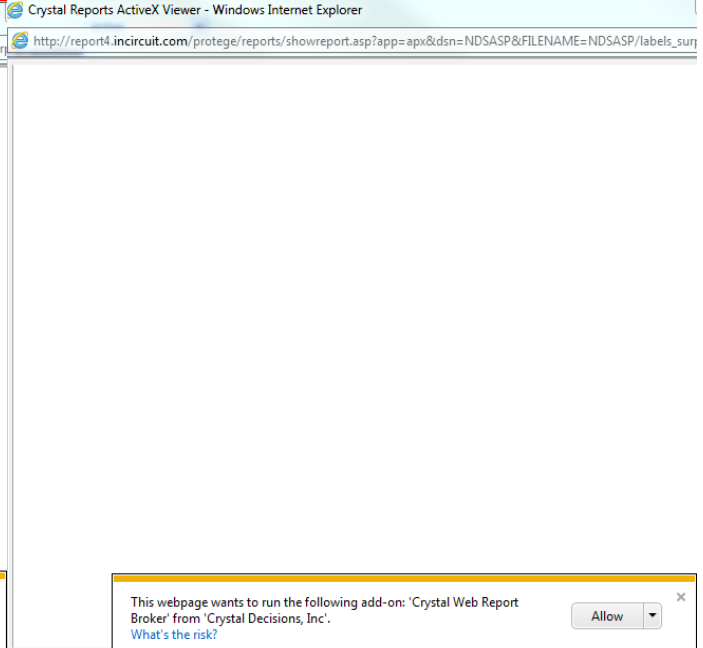
Installing Crystal Report ActiveX

Have someone from your IT Department perform the below installations and re-run your report upon completion.

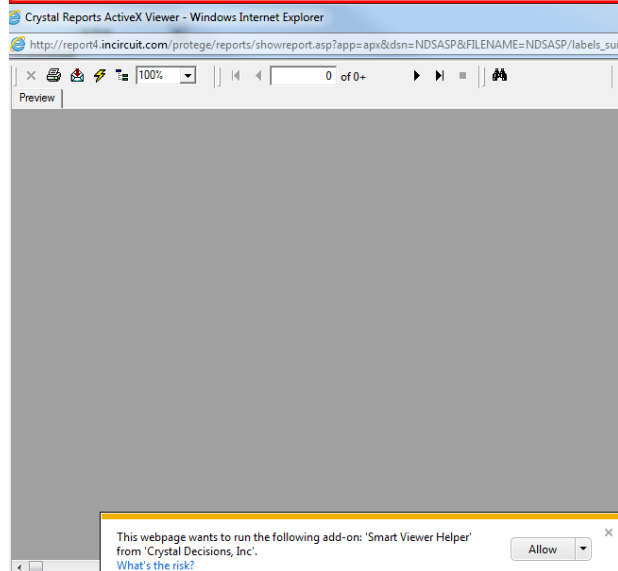
This window appears first time user clicks on "Print Label" button. User needs to have Administrative rights on the computer in order to install. Cannot print labels without this.



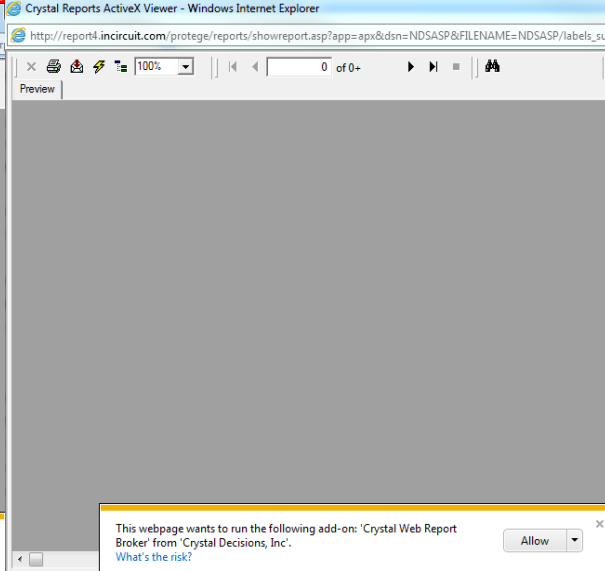
This second screen appears a few seconds after installing Crystal Smart Viewer. Click "Allow" in the drop down box so the Crystal Web Report Broker add-on can run.



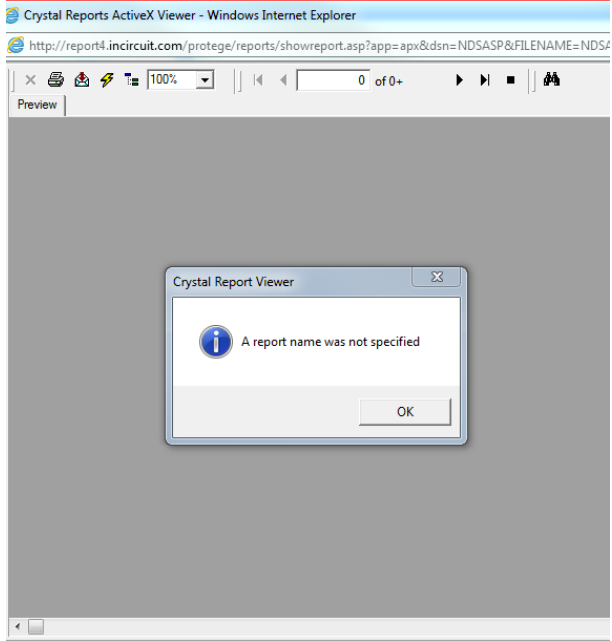
This third screen appears after allowing the Crystal Web Report Broker add-on. Click on "Allow" so that the Smart Viewer Helper add-on can run.



This fourth screen appears after allowing the Smart Viewer Helper add-on run. This is the same add-on as the second screen. Click "Allow" again.



Final screen appears stating "A report name was not specified". Click Ok. Close this window and click the "Print Label" button again. You should now see the label with the information you entered and a barcode. If you see numbers instead of a barcode, please install the barcode fonts from the Surplus website.



Installation of Fonts for Barcode Labels for Windows 7

User must have Administrative Rights on their computer in order to install these. Contact your IT Department if you don't have access or need assistance with the below instructions.

Download Barcode Label Fonts

1. Download the fonts from Surplus Property Website at <http://www.nd.gov/surplus/forms/>
 - a. Click Barcode Fonts Zip File
 - b. When prompted, choose Save File.
 - c. When the Save As dialog box opens, choose where to save the file. *Make sure you note the location of where you are saving it.
 - d. When done saving, choose Open.
 - e. Proceed to Install Barcode Label Fonts below

Install Barcode Label Fonts

Perform the below steps to install the following fonts; FRE3OF9X, FREE3OF9, and GILL_____.

1. Click Start
2. Click Control Panel
3. Click on Appearance & Personalization
4. Click on Fonts
5. Double click on the first font to install
6. Click Install
7. Window will appear saying "installing name of font"
8. When it's done the Install button is grayed out
9. Close Font window
10. Login to AssetWorks
11. Find an asset
12. Click "Print Label" button from the Asset Detail screen and you should now see a barcode instead of the numbers.

Other Resources: Below is a website that shows an example of what the screen looks like to install the fonts. It also gives directions on how to install for XP, Vista, and Windows 8.

<http://www.microsoft.com/typography/truetypeinstall.msp>

Commonly Used NSN Group Code

| Description | NSN Number |
|--|------------|
| Accounting & Calculating Machines | 7420 |
| Athletic & Sporting Equipment | 7810 |
| Books & Pamphlets | 7610 |
| Cabinets, Lockers, Bins, & Shelving | 7125 |
| Cameras, Motion Picture | 6710 |
| Cameras, Still Picture | 6720 |
| Floor Polishers & Vacuum Cleaning Equipment | 7910 |
| Food Cooking, Baking & Serving Equipment | 7310 |
| Footwear, Men's | 8430 |
| Footwear, Women's | 8435 |
| Garden Implements & Tools | 3750 |
| Headsets, Handsets, Microphones & Speakers | 5965 |
| Kitchen Equipment & Appliances | 7320 |
| Kitchen Hand Tools & Utensils | 7330 |
| Medical & Surgical Instruments, Equipment & Supplies | 6515 |
| Miscellaneous Vehicular Components | 2590 |
| Miscellaneous Machine Tools | 3419 |
| Miscellaneous Office Machines | 7490 |
| Office Devices & Accessories | 7520 |
| Office Furniture | 7110 |
| Office Information System Equipment | 7435 |
| Office Supplies | 7510 |
| Passenger Motor Vehicles | 2310 |
| Phonographs, Radios & Television Sets: Home Type | 7730 |
| Photographic Projection Equipment | 6730 |
| Printing, Duplicating Equipment | 3610 |
| Radar Equipment, Except Airborne | 5840 |
| Telephone & Telegraph Equipment | 5805 |
| Teletype & Facsimile Equipment | 5815 |
| Television Sets, Radios, Phonographs | 7730 |
| Tires | 2630 |
| Tool & Hardware Boxes | 5140 |
| Tractors, Wheeled | 2420 |
| Trailers | 2330 |
| Truck & Tractor Attachments | 3830 |
| Trucks & Truck Tractors, Wheeled | 2320 |
| Typewriters & Office Type Composing Machines | 7430 |
| Vehicular Furniture & Accessories | 2540 |